

July 2, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY INFORMATION NOTICE NO. I-61-21**

The purpose of this All County Information Notice (ACIN) is to request information from counties to collect data for the Trafficking and Crime Victims Assistance Program (TCVAP) caseload for the second period of the State Fiscal Year 2020-21.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

July 2, 2021

ALL COUNTY INFORMATION NOTICE NO. I-61-21

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CALWORKs PROGRAM MANAGERS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY CONSORTIUM PROJECT MANAGERS  
ALL COUNTY REFUGEE COORDINATORS

SUBJECT: **INSTRUCTIONS FOR THE TRAFFICKING AND CRIME VICTIMS  
ASSISTANCE PROGRAM CASELOAD SURVEY FOR THE PERIOD  
OF JANUARY 1, 2021 THROUGH JUNE 30, 2021**

REFERENCE: [ALL COUNTY LETTER \(ACL\) NO. 09-49; ACL NO.13-25; ALL  
COUNTY INFORMATION NOTICE \(ACIN\) NO. I-07-15; ACIN I-100-  
20; COUNTY FISCAL LETTER \(CFL\) NO. 20/21-09; MANUAL OF  
POLICIES AND PROCEDURES SECTION 70-100](#)

The purpose of this letter is to collect Trafficking and Crime Victims Assistance Program (TCVAP) caseload data for the second period of the State Fiscal Year 2020-21. The California Department of Social Services (CDSS), Refugee Programs Bureau (RPB), is coordinating with the County Welfare Directors Association, to obtain TCVAP client count information from counties. It continues to be necessary to request this information via the TCVAP survey because the automated systems in the counties (the consortia) have not yet been fully programmed to allow the RPB to retrieve these counts electronically through the Medi-Cal Eligibility Data System.

TCVAP provides victims of trafficking, domestic violence, and other serious crimes, and their eligible family members, with state-funded benefits and services that are equivalent to federally-funded benefits and services for refugees. It is important to identify and report TCVAP clients accurately; CDSS uses the data for the development of the TCVAP budget and to determine county allocations.

Each county must provide TCVAP Cash Assistance and TCVAP CalWORKs unduplicated client counts for the period of January 1, 2021 through June 30, 2021.

The RPB is requesting that the counties report how many cases per month they have served in the following categories:

- TCVAP Cash Assistance for Trafficking Victims;
- TCVAP Cash Assistance for Domestic Violence/Other Crime Victims;

- TCVAP CalWORKS for Trafficking Victims;
- TCVAP CalWORKS for Domestic Violence/Other Crime Victims; and
- TCVAP Non- Aided Victims.

Each category is in an individual worksheet tab containing specific instructions on how it should be completed. Counties should work closely with the TCVAP program and fiscal staff to coordinate a response.

The data are to be reported for both TCVAP clients and other members in each assistance unit, regardless of their immigration status. In addition, include the number of cases that may be receiving social or employment services but are not receiving cash assistance. Counties should ensure the data is filled in for each of the six worksheet tabs.

## RESOURCES

The RPB created a technical assistance webinar to assist counties completing the TCVAP survey. This webinar is recommended for staff who work with TCVAP clients and fiscal/data staff who are responsible for claiming TCVAP costs and completing the TCVAP survey. The webinar may be accessed at the following link: [TCVAP Webinar Training](#).

## SUBMISSION OF THE TCVAP SURVEY

Please contact [Heriberto.Camarena@dss.ca.gov](mailto:Heriberto.Camarena@dss.ca.gov) to request a copy of the Excel spreadsheet for reporting the TCVAP Unduplicated Client Counts. The RPB requests that counties complete the Excel document and submit it electronically to [Heriberto.Camarena@dss.ca.gov](mailto:Heriberto.Camarena@dss.ca.gov) by **July 29, 2021**. Any questions, concerns, or feedback should be directed to Mr. Camarena at [Heriberto.Camarena@dss.ca.gov](mailto:Heriberto.Camarena@dss.ca.gov) or (916) 654-7250.

Sincerely,

***Original Document Signed By:***

ELIANA KAIMOWITZ, Chief  
Immigrant Integration Branch  
Office of Equity

c: County Welfare Directors Association